

Dear Parents,

We are happy that you have chosen the Danville Family YMCA After School program for your childcare needs.

Our site personnel are experienced and enthusiastic about our program. We look forward to successfully meeting your child's needs with quality care. Parent's comments and ideas are gratefully accepted. Please let your coordinator know if you are interested in serving.

Opportunity for structured homework time and physical activities will be available for your child each day. Our site location is licensed by the Department of Social Services. Stimulating and fun activities are centered on various themes and will include Character Development which teaches Caring, Honesty, Respect and Responsibility.

I trust that your child will have a great year with the Danville Family YMCA After School Program.

Cord Cothren

Childcare Director

(434) 792 – 0621

## **CHILD CARE PROGRAM VISION STATEMENT**

The Danville Family YMCA is committed to the YMCA core values of Caring, Honesty, Respect and Responsibility as the basis of our program effort in supporting families. We are centered on the three-way relationship that exists among children, parents and program leaders. YMCA programs strive to support and assist parents, strengthen parent child relationships and increase the importance of families in raising strong kids. These concepts are basic to the YMCA philosophy and mission. Our commitment embraces:

**THE CHILD :** To provide programs that enhance the quality of each child's life through sensitivity to individual needs and applying developmentally appropriate learning experience that focus on the social, emotional, physical and cognitive development of each child.

**THE FAMILY:** To support and strengthen family life by sharing in the care and education of children and meeting the needs of each family.

**THE COMMUNITY:** To work towards increasing awareness and understanding in support of programs that ensures optimal care for all families.

**THE YOUTH PROFESSIONAL:** To promote growth and competence in each staff person and encourage opportunities for individual development.

We believe that a high quality after school program is maintained through: a) interactions among staff and children, b) curriculum, c) staff – parent interaction, d) staff qualifications and development, e) administration, f) staffing, g) physical environment, h) health and safety, I) nutrition and j) evaluation.

## **MISSION STATEMENT**

It shall be the purpose of the Danville Family YMCA Childcare Program to assist each parent in achieving their desire for their child to grow to their fullest potential. The Danville Family YMCA Childcare seeks to provide quality, affordable care in a supervised, safe, secure and nurturing environment.

## **GOAL STATEMENT**

The goal of the Danville Family YMCA Childcare program, as in all YMCA programs is to help people grow spiritually, mentally and physically. To accomplish this goal, all YMCA programs address seven specific objectives: grow personally, clarify values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills and HAVE FUN!

## **STRUCTURE OF THE DANVILLE FAMILY YMCA**

The structure of our YMCA includes a volunteer Board of Directors that is responsible for the financial stability of the organization and all policy making. The policies that the board creates are carried out by a group of paid professional staff.

The organizational chart for the paid staff are as follows:

- CEO
- Associate Executive Director
- Directors
- Program Coordinators
- Aides
- Staff

## **CHILDREN'S EXPECTATIONS OF THE PROGRAM**

Children may expect:

- 1) To have a safe, supportive and consistent environment.
- 2) To use all the program equipment, materials and facilities on an equal basis.
- 3) To receive respectful treatment.
- 4) To have discipline that is fair and non – punitive.
- 5) To receive nurturing care from staff members who are actively involved with them.

## **PROGRAM'S EXPECTATIONS OF THE CHILDREN**

The program expects that the children will:

- 1) Be responsible for their actions.
- 2) Respect the school rules that guide them during the day and while in the program.
- 3) Remain with the group and child care staff at all times.
- 4) Take care of materials and equipment properly and return them to their place when done, before taking out new ones or before departure.

## **REGISTRATION AND ENROLLMENT**

The Danville Family YMCA encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background. Parents must complete a registration form and submit it with a \$25.00 per child non-refundable registration fee to the coordinator. A child may be registered for enrollment at any time during the school year, but will need to register no later than Thursday prior to entering the program.

What must be done:

- 1) Prior to the child's first day of attendance, the parent(s) must complete all forms and submit them to the site coordinator. A complete set of forms is required for each child enrolled in the program. All forms must be completed, leaving no blank lines
- 2) The non-refundable registration fee along with the registration form must be turned in prior to the child's first day.
- 3) For each child enrolled, the parent must submit a copy of the child's physical examination along with the immunization chart. These must be on a revised Virginia State form. The parent must present their child's birth certificate for the site coordinator to document the numbers onto the registration form.

### **PAYMENT POLICY**

Parents are responsible for payments even if the child will not attend due to vacations, scheduled appointments or other planned absences. A child absent due to an extended illness will be excused and payment adjusted only with a physician's note.

### **RETURN CHECK / DRAFT POLICY**

If a check/draft is returned to us for any reason a \$10.00 return fee will be assessed. If more than two checks/drafts are returned to the Danville Family YMCA, we will no longer accept your personal checks. All returned checks/drafts must be taken care of immediately. Failure to take care of the check/draft within this period will result in suspension of child care services.

### **YMCA CHILD CARE SCHOLARSHIP PROGRAM**

If needed the Danville Family YMCA is able to provide FINANCIAL ASSISTANCE. This requires completing a scholarship application accompanied by proof of income. (No less than two check stubs and a copy of your most recent year's taxes). You must pay the stated amount granted on a timely basis or the assistance will be canceled. All scholarships are good for 6 months and must be reapplied for three (3) weeks before the ending of your current scholarship. Please request a financial aid form at the front desk of the Danville Family YMCA. If you receive a scholarship to attend YMCA after School Care, your scholarship will be based on YMCA participant weekly rates. You will be required to pay this amount each week regardless of the number of days your child attends.

### **DEPARTMENT OF SOCIAL SERVICES**

The Danville Family YMCA After School program works with the Department of Social Services and other community organizations that assist with child care. If you receive benefits from these organizations, **YOU CANNOT APPLY FOR A DANVILLE FAMILY YMCA SCHOLARSHIP.** A letter must be submitted at the time of registration from the Department of Social Services. If you are required to pay a co-payment, this fee will be due each month on the 25<sup>th</sup>.

**DEPARTMENT OF SOCIAL SERVICES LOCAL MAXIMUM REIMBURSABLE RATES:** Parents are responsible for any additional fees not covered by DSS.

## **DANVILLE FAMILY YMCA AFTER SCHOOL HOURS OF OPERATION**

After School operation hours are from pick up time at each student's school until 6:30 pm. This program operates on the city school calendar. If city schools are closed the After School program will not operate.

### **OPEN DOOR POLICY**

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation.

### **SAMPLE AFTER SCHOOL SCHEDULE**

2:45 – 3:00 Arrival

3:00 – 4:00 Homework

4:00 – 4:25 Snack

4:30 – 5:30 Program of the day

5:30 – 6:30 Dismissal/Pickup

### **HEALTHY KIDS INITIATIVE**

The Danville Family YMCA is committed to making changes within our programs. Across the United States many children are living unhealthy lifestyles. It is our goal to bring daily activity into your child's life. We will get kids moving by showing them fun ways to get fit, as well as teach them how to make healthy choices while snacking.

### **AUTHORIZATION TO PICK UP**

Authorization to pick up a child is given on the registration form attached. No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Children will not be released to siblings. All staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. Identification will be requested of anyone we do not know.

In accordance with section 63.2.-1813 of the code of Virginia, a custodial parent or guardian shall be allowed admittance to any "child day program" A child day program is defined as "one in which a person or organization has agreed to resume responsibility of the supervision, protection and well-being of a child under the age of thirteen for less than a twenty-four hour period, regardless of whether it is licensed". A staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Writing on our application that you do not want a husband or wife to pick up your child does not give us the legal right to refuse pickup. Only the courts can give us that right.

## **LATE PICK UP POLICY**

We understand that a late pick up may occur on a rare occasion. However, please understand that we close at 6:30 sharp. If your child is not picked up on time a **late fee will be charged and collected at that time.** If it is 6:01 p.m. (by our clock), you are late and a fee will be assessed.

### **Fees are as follows**

The fee of \$10.00 for the first 1 – 10 per child and \$1/minute per child for each additional minute.

If your child has not been picked up by 7:00 p.m. and we cannot reach you by phone, your emergency contact number will be called and asked to come and pick up your child (ren). After 30 minutes, if neither you nor your emergency contact can be reached child protective services will be contacted.

## **IF YOU KNOW YOU ARE GOING TO BE LATE, PLEASE CALL US**

We do understand that things come up and traffic can be challenging even in the best of times. We tend to worry about your safety just as much as your child does. Please be considerate.

### **Departure**

During departure from the site, the parent or authorized persons are asked to park their car so as not to create a traffic hazard for children or other persons. If you are unfamiliar with our traffic pattern please check with a coordinator. This will ensure the safety of the children in our care.

Children will be allowed to leave with persons other than parent or guardian only if permission has been given to the coordinator on the registration form or in writing.

If your child attends extracurricular activities or has any other kind of departure, you must provide the coordinator with written permission and said person may sign out your child.

## **ABSENCES**

If your child will not be attending the program because of scheduled appointments, vacations or other planned absences please notify the Director or coordinator in advance, this does not waive the weekly payment. If your child is ill, when you call the school to report the illness, please contact the center.

Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time in searching for the child may occur. All calls need to be made by noon of that day.

## **WITHDRAW FROM A PROGRAM**

We hate to lose any child from our YMCA Child Care Program, however, if you chose to withdraw your child from the program: A two week written notice is required. You will be charged for those weeks, whether your child attends the program or not.

## **LOST OR MISSING CHILDREN**

If a child is found to be missing or lost:

- 1) Staff will search the premises as well as nearby surroundings for the child.
- 2) The program will contact the parents or legal guardian of the child and the appropriate authority and inform them of the missing child.
- 3) Local authorities will take over the search.

Program Director will remain in touch with the parents and provide support as needed.

## **INCLEMENT WEATHER POLICY/SCHOOL CLOSINGS**

- 1) On days when school is closed, the program is closed.
- 2) During early dismissal (half days) child care will be available.
- 3) If the schools close down for inclement weather the Danville Family YMCA will be closed.
- 4) In the event that the program will need to close due to inclement weather, we will attempt to contact each parent. If the parent cannot be reached we will contact the emergency contact.

## **DISCIPLINE POLICY**

All efforts will be made to guide children to appropriate behavior. The YMCA believes that punishment is unnecessary but DISCIPLINE is needed to help children gain self-control. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child for his/her peers and all YMCA staff. When disciplinary action is necessary, age appropriate methods will be implemented. They will follow the Commonwealth's behavior regulations.

There are clear and appropriate behavioral expectations for the children in our care. We try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow the rules that have been introduced from the beginning. Some rules that we like to see are.

1. We find out what the problem is.
2. We attack the problem, not the person.
3. We listen to each other.
4. We care about each other's feelings.
5. We are responsible for what we say and do.
6. Do not use vulgarity, profanity or obscenities.
7. Listen to the counselor at all times.
8. Never leave the group without permission from an adult.
9. Respect each other and yourself.
10. No touching of any kind.
11. Use words, not fists, to solve problems.

A system of “Time – Outs” redirection and suggestions from parents on what they have discovered works well at home, will be used. Logical and natural consequences will be allowed where applicable. On occasion, our staff will identify behaviors that require disciplinary action. If a child should exhibit an inappropriate behavior while under the supervision of a YMCA staff person, the following sequence of actions will be taken.

- The behavior will first be addressed by the staff with the child, in private.
- If the inappropriate behavior continues, the staff will notify the site director and the situation will then be discussed with the parent.
- If a child’s behavior jeopardizes the safety of them or others, the suspension policy could be ignored and the child may be removed from the program immediately.

### **Parent Discipline**

The YMCA understands the parent’s desire that their child is entitled to a pleasant and harmonious environment at the YMCA Child Care program. Respect for every child, parent and staff will be demonstrated at all times. Parents are expected to display themselves in a reasonable manner at all times while participating in the YMCA Child Care Programs. If it is found that parents are exhibiting inappropriate behavior, disciplinary action will be taken.

*CHILDREN CAN BE DISMISSED FROM THE DANVILLE FAMILY YMCA CHILD CARE PROGRAM BECAUSE OF THE BEHAVIOR OF THEIR PARENT.* YMCA Child Care Programs adhere to all policies and procedures established by the local school systems, The YMCA of the USA, OSHA, American Red Cross and by the Commonwealth of Virginia State Licensing Standards.

### **HEALTH AND SAFETY POLICY**

The health and safety of your child is a matter of major importance to us. In order to protect the children in the program who are well, we have very stringent rules about sick children. These rules are in compliance with all Commonwealth of Virginia Licensing regulations. If a child has any of the following conditions, the parent will be notified immediately to pick up the child: contagious disease, fever over 100, vomiting or diarrhea or an accident requiring medical attention. In case of accident or illness, parents of the child will be called immediately accordingly.

**FEVER:** If a child has a fever over 100 the parent will be notified, if the child’s fever reaches 101 or higher the parents are required to pick the child up. If a child is sent home with a fever, they must remain out of Child Care for 24 hours. During the cold and flu seasons the child must remain out of Child Care for 48 hours.

**CONTAGIOUS DISEASE:** If a child exhibits signs of a contagious disease, the parent will be called and required to pick up the child immediately.

**VOMITING OR DIARRHEA:** If a child vomits or has diarrhea, the parents are required to pick up the child from the site.



If a child has been required to be picked up because of one of the above mentioned conditions, ***THEY CANNOT RETURN TO THE CENTER FOR 24 HOURS FROM THE TIME OF PICK UP.*** When staff attempts to contact the parent, if they cannot be reached, they will contact the emergency contact person. If the emergency contact person cannot be reached, the parent will receive a written request to provide the center with adequate contacts. If contacts cannot be provided, child care will be suspended. If a parent refuses to pick up their child because of an above condition, child care services will be suspended and the Department of Social Services will be contacted.

### **MEDICATION POLICY**

If your child requires medication while at Y- Child Care, we must have a signed authorization to give medicine. The medication must be prescribed by a doctor, it must be in the original bottle with the child's name on it, and it cannot be an over-the-counter drug unless it has been prescribed by the doctor (we must have a note to that effect). Authorization is for one week only and then must be filled out again. (The only exception to this is long-term medications for such things as asthma, ADHD, etc...). All medications will be kept in a locked space. We cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to the parent. Please understand that it may not always be possible to administer medications as requested. Only those YMCA Child Care that are certified "Medication Administrators" may dispense medications. It is the parent's responsibility to pick up any medication not used after the authorization period. Parents will have 1 day to pick up any medication after the authorization period. Any medication that is not picked up will be destroyed.

### **PERSONAL ITEMS POLICY**

Children's personal property, coats, clothing, school bags, etc.... should be labeled with the child's name and must be taken home at the end of the day. Any personal property which remains will be taken to the centers lost and found. We have plenty of equipment and activities to keep your child busy. **PLEASE DO NOT ALLOW ANY TOYS, GAMES, and OR ELECTRONIC DEVICES** to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for and will not reimburse you for.

### **FOOD POLICY**

An afternoon snack will be provided at the After School Program. The Y- Child Care program will not serve junk foods and/or empty calorie foods as part of a required snack. Snacks will always include a minimum of two food groups. There will be a menu posted for the month on the board. Many of the children have allergies, if your child has food allergies, please inform all staff at the program. **NO OUTSIDE FOOD WILL BE ALLOWED.**

### **TRANSPORTATION POLICY**

Teaching your child safety is one of the responsibilities we feel we share with our parents. Field trips are an excellent way for us to teach trip safety. Motor vehicle injuries represent the greatest threat to a child's life. Whenever the Danville Family YMCA transports children, the parents can expect that every precaution will be taken to ensure the children's safety. This will be

accomplished by being alert to potential dangers, eliminating or avoiding these dangers and knowing what to do when an emergency occurs. We will never transport more children in a vehicle than we have restraints for.

The children will be expected to keep their hands to themselves, and remain relatively quiet. At no time will a child be permitted to put his/her arms, hands, or heads out of the vehicle's windows. No rough housing will be tolerated at any time. Loading and unloading the children will be done only when the vehicle is pulled up to the designated parking area. **AT NO TIME WILL AN ADULT DRIVE AND DISCIPLINE AT THE SAME TIME. CHILDREN WILL NEVER BE LEFT ALONE IN A VEHICLE.**

### **POOL RULES**

Because your child is participating in our swimming program, it is of the utmost importance that you know and understand our Pool Safety Rules (on the registration form). Pool safety rules will be gone over with your child at the beginning of the swimming program. Please review these rules with your child. Parents are to provide appropriate swimwear and towels for their children.

### **OUTSIDE PLAY POLICY**

It is the policy of the Y- Child Care and the Virginia Department of Social Services, that any child that is a program from two to five hours will have at least 30 minutes of outside play per day. It is our belief that children need and want to be outside. Running and jumping and other such activities can only be accomplished outside. Children need space for such movements and the opportunity on a daily basis if there is to be proper muscle development. ***IF YOUR CHILD IS TOO SICK TO GO OUTSIDE, THEN HE/SHE IS TOO SICK TO BE IN THE PROGRAM.***

### **INJURED CHILD POLICY**

If your child has an injury that may require more than our first aid skills allow or your child has been bumped in the head in any way; we will make an immediate attempt to contact you or the emergency contact person. If necessary, we will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the YMCA up-to-date on phone numbers, emergency numbers and other pertinent information.

### **DRESS POLICY**

Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We strongly suggest that you send your child in serviceable clothing, not "party best". No Open Toed shoes will be allowed at the YMCA.

### **EMERGENCY PREPAREDNESS INFORMATION**

The center shall have an emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter in place. The plan, which shall be developed in consultation with local or state authorities, addresses the most likely to occur emergency scenario or scenarios, including but not limited to natural disaster, chemical

spills, intruder and terrorism specific to the locality. Please see the Director for the sites evacuation plan.

## **CHILD ABUSE PREVENTION POLICY**

For 150 years, the YMCA has had as their principle concerns the growth and development of men, women, boys, girls and families. Through programs of health and fitness, aquatics, sports, camping, parent- child, family programs and child care, the YMCA is responding to the needs of the children and families in the new millennium. Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is of particular concern to the YMCA. Throughout its history the YMCA has been a strong advocate for the child and children's rights. The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self- discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

**CHILD ABUSE:** Is mistreatment or neglect of a child by parents or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects are severe emotional and physical handicaps, anti-social behavior or even death.

**\*\* NOTE: THE YMCA LIKE MANY OTHER PUBLIC INSTITUTIONS IS MANDATED BY LAW, TO REPORT ANY SUSPECTED CHILD ABUSE.**

## **PROCEDURES**

- 1) At the first report or suspicion of child abuse, the staff or volunteer or whom it has been reported, will immediately inform the supervisor. All incidents or alleged offenses will be documented the day of the occurrence.
- 2) The YMCA will make a report to the appropriate law enforcement body and request that the situation be investigated.
- 3) In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible executive will, suspend the person from all responsibilities if appropriate without pay until investigation is complete.
- 4) All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
- 5) YMCA staff and volunteers may not make contact with children or parents involved in child abuse incident without permission of the CEO.
- 6) Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related. (Because of the youth involved nature of the YMCA).

## **NO BABYSITTING POLICY**

YMCA child care staff members are prohibited from babysitting any participant of a program. This extends to transporting of family members to and from the YMCA.

